

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Evaluation Panel System for Secretarial and Clerical Employees

DD/A Registry

82-2757

FROM: James N. Glerum
Director of Personnel
5 E 58 Headquarters

EXTENSION

NO.

DATE

15 NOV 1982

STAT

TO: (Officer designation, room number, and building)

DATE

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INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Registry
7 E 12 Hqs.

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3. *WVW* *DR*
Executive Director3 *DR*
has seen

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9. *DR* Director of Personnel
5 E 58 Hqs.

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12 DEC 1982

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C/PPS for action

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*good comments
from SCH**For: Secretariat/
Clerical Panel
System**(copy sent to PMAAB file)*

D/Pers

82-8953

15 NOV 1982

DD/A Registry
82-2757

MEMORANDUM FOR: Executive Director

FROM: James N. Glerum
Director of Personnel

SUBJECT: Evaluation Panel System for Secretarial
and Clerical Employees

1. ACTION REQUESTED

It is requested that you approve the recommendation contained in paragraph 4.

2. BACKGROUND

During the discussion of the Personnel Evaluation Precepts Review Report at the 6 January 1982 Personnel Management Advisory Board (PMAB) meeting, the Board recommended that the Office of Personnel (OP) review the requirement for a formal evaluation panel system for secretarial and clerical employees. We researched the topic, reviewed files concerning the genesis of the secretarial/clerical panels, and obtained input from the Directorates through the Senior Directorate Personnel Officers. We then prepared a staff paper which was reviewed by the PMAB members and subsequently discussed at a meeting on 18 October 1982. The points considered by the PMAB and the conclusions reached are discussed in the following paragraphs.

3. DISCUSSION

A. Throughout the years, Agency secretarial employees, particularly the senior secretaries, have voiced concern about their evaluation and promotion system, opportunities for career development, and their career counselling. They also have expressed dissatisfaction with the perceived disparate treatment they receive in areas of personnel procedures and evaluation systems vis-a-vis professional employees. Various solutions to resolve these concerns have been suggested and effected in the past ten years with varying degrees of success. In 1978, in the era of "uniformity" Agency-wide for all categories of personnel, the Senior Secretarial Panels were established. Although the senior secretaries at the time actively sponsored the initiation of these panels, the more junior secretarial and clerical employees had little or no input on the issue. In fact, they were included at a later date. Currently, secretarial and clerical employees in grades GS-03 through GS-06 comprise about 10 percent of the Agency total population.

ADMINISTRATIVE INTERNAL USE ONLY

B. The secretarial/clerical panel system has been in effect now for several years. According to the Precepts report, however, many managers believe it an unnecessary and time-consuming effort to convene formal panels to evaluate lower-graded secretarial and clerical employees. In some components, a formal procedure is not even being used. The Senior Directorate Personnel Officers advised that in many cases, the lower-graded secretaries themselves prefer their own supervisors to rank and rate them, rather than a panel whose members might not know them personally. Those offices where the panels serve a useful purpose, or where both managers and secretarial/clerical employees favor the panel system, do use it and would like to continue the system. Until 1977, Agency policy only recommended the use of comparative evaluation principles for employees in grades GS-08 and below for the purpose of promotion while requiring some sort of evaluation at least annually. The current policy requires formal evaluation at all grade levels.

C. In considering this issue, PMAB members gave considerable thought to potential perceptions of unfairness, the value of the system for filling vacancies, the availability of large numbers of GS-06 positions, and the fact that the GS-06 level is the feeder group for the higher level secretarial and clerical positions. The consensus was that the formal panel system should be made optional for secretarial and clerical employees at grade level GS-06 and below.

4. RECOMMENDATION

It is recommended that you approve the PMAB recommendation that the formal panel evaluation system be made optional for secretarial and clerical employees at grade level GS-06 and below.

[Redacted Signature]

/s/ James N. Gierum

STAT

The recommendation made in paragraph 4 is:

APPROVED (✓) with caveat DISAPPROVED ()

[Redacted Box]

that subsequent
notice add a positive
action cast along the
lines suggested in the
DCI S/C MAG paper, para 2

Date

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